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ABSTRACT

A handbook of foundation grants information is provided. Today, there are nearly 25,000 foundations that support a wide variety of activities. On the average, foundations give educational institutions 37% of each grant dollar for requests ranging from capital support to program development and research. Because every foundation is unique, it is important that the prospective applicant or campus sponsored programs or grants officer complete several steps before presenting an idea to the foundation or writing a formal proposal. Four sections focus on the following: what foundations support (independent foundations, company/corporate sponsored foundations, community foundations, and operating foundations); how to identify potential foundations (exploring the possibilities and narrowing the list); coordination and commitment; and presenting the idea (initial contact and formal proposals). Even with careful preparation, not all proposals submitted to foundations will be funded. If a proposal is turned down, another try is suggested (first finding out why the proposal was not funded and asking for ideas on how to improve the presentation of the idea). Two appendices are: suggested resources (directories, grants listings, and corporate giving) and the Foundation Center Cooperating Collections Network (listed by state). (SM)

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Foundation Grants Handbook

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Contents

What Foundations Support, 2

How to Identify Potential Foundations, 3

Coordination and Commitment, 5

Presenting the Idea, 6

Final Thoughts, 9

Appendix A: Suggested Resources, 10

Appendix B: Foundation Center Network, 13

Office of Federal Progrqams

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Today, there are nearly 25,000 foundations that support a wide variety of activities. On the average, foundations give educational institutions 37 percent of each grant dollar for requests ranging from capital support to program development and research.

The Foundation Center defines a foundation as "a nongovernmental, non-profit organization having a principal fund of its own, managed by its own trustees and directors, and established to maintain or aid charitable, educational, religious, or other activities serving the public good, primarily by making grants to other nonprofit organizations." In addition to these organizations, legally defined and practicing as foundations, there are also other organizations that use the words *foundation, endowment,* or *trust* in their names but do not meet the legal definition and may not have charitable aims as their objective.

Another area that reveals the diversity of the foundation sector is the structure of day-to-day operations: foundation grant-making activities can be controlled by bank trusts, directed by volunteer boards, or run by professional staffs. Foundation staffing patterns will affect the way in which applicant interaction and proposal review are handled. Large national foundations have professional staff members, often assigned to different program areas or foundation interests, who are available to counsel applicants in the grant preparation process and who play an important role in the shaping of final proposals. The vast majority of the foundations, however, operate without paid staff, and advance contact is limited or nonexistent.

Most foundations follow procedures that are far less structured and uniform than those of federal agencies, which must operate under well-defined congressional mandates and federal regulations. Unlike federal agencies, foundations are still free to change program direction at any time. They are not, however, entirely free from regulation, for they must follow certain guidelines set forth in the Internal Revenue Code. Because of their tax-exempt status under Section 501(c)3 of the Code, foundations are subject to special regulations and taxes, e.g., the requirement to pay out in grants at least 5 percent of the organization's annual investment income and to pay a quarterly excise tax on net investment income. To maintain their tax-exempt status, foundations must remain within these defined boundaries of practice.

Every foundation is unique; therefore, a prospective applicant or campus sponsored programs or grants officer has several steps to complete *before* an idea can be presented to the foundation and a formal proposal written.

What Foundations Support

Before beginning a search for private sponsors you should ask, "Is this project appropriate for foundation funding?" Demands for the limited resources of the private sector make it essential that foundations leverage their money to have the greatest impact. Despite the diversity of organization, several general rules for foundation funding exist. Most foundations will only fund special projects or provide start-up support for activities that will become self-sustaining after a short period of time. They prefer to fund projects that are on the "cutting edge," representing novel approaches to identified social problems or needs. In addition, foundations seldom support projects that can be funded easily through state and federal mechanisms.

Within these general guidelines, each type of foundation also has specific funding patterns:

■ ***Independent Foundations*** are established under broad charters that mandate support of social, educational, religious, and other charitable activities. Actual giving patterns usually reflect the interests of the founder of the endowment. Based on the scope of their giving, independent foundations may be further categorized as local private foundations or national foundations.

Local Foundations account for over 70 percent of giving by independent foundations. As indicated by their category name, these foundations primarily fund projects that benefit the foundation's immediate community or a surrounding region.

National Foundations often develop specific grant and fellowship programs in addition to giving across broad charter areas. Larger foundations are more willing to take a risk to support innovative projects that have a demonstrable impact and can be repeated with the same results in other communities.

■ ***Company/Corporate-Sponsored Foundations*** are established and organized as entities independent of the parent company, with separate boards of directors.

These foundations maintain close ties with the company by funding areas related to corporate activities. They also give money to organizations located near company operations and fund projects that will improve the communities where the company workers live. In most cases, foundation grant programs are administered independently of employee matching gift and scholarship programs.

■ ***Community Foundations*** receive funds from many donors, rather than from an endowment established by a single donor, and are therefore also known as public foundations. Community foundations support projects that will meet the needs of or improve the community. They often provide capital support and award scholarships and fellowships that promote access to higher education for local high school students.

■ ***Operating Foundations,*** like independent foundations, are supported by endowment income but use their resources to conduct inhouse research or provide a direct service in specific areas of interest. Few, if any, external grants are made, and these usually supplement the foundation's ongoing program.

How to Identify Potential Foundations

Exploring the Possibilities

Once you are sure the proposed project is appropriate for private funding, you can begin a search for sponsors. First, develop a list of foundations that have demonstrated an interest in funding the project area or field and that support organizations in your geographical region. The campus library and sponsored programs or grants office will have copies of foundation directories with subject and geographical indices that can be used to make this initial list. The most common directories are *The Foundation Directory, Source Book Profiles* (both publications of the Foundation Center), and the *Taft Foundation Reporter.* Each of these publications provides a different level of detail, as described in the Suggested Resources section (Appendix A).

Read the descriptions in the directories for all of the foundations on your list, and ask yourself the following questions:

- Do the goals of the project match the foundation's priorities?
- Does the foundation give to public institutions of higher education?

- Does the foundation support projects in this geographical area?
- Does the foundation support this type of project, whether it is research, demonstration, or service related?
- Does the foundation provide the type of funding required, i.e. seed money, endowment, construction, research, training?
- Is the foundation's grant range and period of support in line with the project's budget request?

If your answers and a foundation description do not parallel each other, eliminate that foundation from the list: leaving questionable sources on the list will increase your level of effort and decrease the likelihood of success. While this culling process is time consuming, it will increase your familiarity with potential foundations as well as help you identify sources for other projects.

Narrowing the List

Because foundation priorities are often listed in broad terms such as "education" or "arts," you should review lists of the grants actually made by foundations. Small sample lists are provided in the *Source Book Profiles* and the *Taft Foundation Reporter.* The *Foundation Grants Index,* a publication of the The Foundation Center, contains a comprehensive list of grants exceeding $5,000 made by foundations, and a more detailed index than that in other directories. By reviewing the listings you can identify a pattern for the foundation's true priorities; a foundation that cites a national giving pattern may actually concentrate its grants in a particular region or a foundation that supports education may actually only fund endowment requests. Remove from the list any foundation whose funding pattern does not match your needs.

Once you have narrowed the number of your potential sources in this manner, try to find out as much as you can about the foundations remaining on the list. The directories will indicate whether the foundations publish descriptive materials such as annual reports, application guidelines, or policy statements, which you should request, if available. Because the information in directories tends to be two to three years old, materials requested directly from the foundations will provide the most recent information on funding priorities and application guidelines. A public relations or communications officer is a good contact for current information; program officers are frequently too busy for this type of call. The public relations officer will also be able to send you other useful publications you may need before applying.

Many foundations do not publish annual reports and application materials. If this is the case, contact the nearest Foundation Center Cooperative Reference Collection (see Appendix B) to find more information. A complete reference collection will contain standard foundation directories published by the Foundation Center, copies of the IRS tax return Form 990-PF for local foundations, and information, such as newspaper articles about local foundations and the philanthropic sector, not generally found in campus libraries.

A final way to narrow the list is by talking to people on your campus or in your field who have worked with the foundation in the past and can provide insight into its priorities.

Coordination and Commitment

Before sending a concept paper or proposal to the foundations on your list, increase your potential for success by coordinating the submission with other offices on campus and securing institutional commitment from the university's chief executive officer or proxy.

You should work with your campus-sponsored programs or grants officer, who will coordinate with other campus offices that seek external funding to determine whether the university already has a proposal pending with the foundation. If there is no pending proposal, the grants officer will notify the other offices of your submission. This coordination ensures you that the university will not further solicit the foundation while your proposal is active.

Interoffice communication can also be an integral part of obtaining institutional commitment for your project. Most sponsored projects demand the allocation of institutional resources, from overhead and equipment to the services of personnel, and in order to allocate these resources effectively, the institution needs to be aware of all such demands on its resource pool. Coordination makes this information available to the administrators approving projects and allocating resources, who can then guarantee that you will have the needed institutional support when the project is funded.

Foundations review the applicant institutions as well as the structure and objectives of the proposed projects, and therefore, the absence or presence of coordination and commitment has definite consequences for the funding decision. First, most foundations will not accept a proposal without the endorsement of a senior university official and commitment of institutional resources. In addition, foundations consider the absence of coordination to be an indication of potentially poor project management and may reject all proposals from the institution. On the other hand, the presence of coordination and commitment will increase the likelihood that your project will be funded because the foundation will be assured that adequate institutional resources will be available to support the project.

Presenting the Idea

Initial Contact

Because of the volume of requests that foundations must review with limited staff, many resort to an informal, two-stage process for considering grant proposals. They first request that you submit a brief letter of inquiry (usually no longer than two to three pages) describing the project, the plan of action, the background of key personnel, the tentative budget, and the purpose of the organization. The first paragraph should contain a brief description of the project and the amount of money is being requested—*not* a description of the organization, which should appear in the discussion of facilities and resources available to complete the project.

This letter should demonstrate that you are acquainted with the work and purposes of the foundation and see a clear connection between these and the proposed project. An effective letter will outline the significance of the project and who it will benefit, and provide an indication of step-by-step planning to show that it has been thought out. If the foundation is interested after this preliminary review, it will request further information in the form of a full proposal and may offer suggestions on how to strengthen the presentation of the idea.

It is frequently appropriate to send a letter of inquiry to many foundations, but a mass mailing can damage your credibility. If, after having done the necessary research, you decide to solicit several different foundations, let the program officers know that you have done this. The program officers appreciate this information

and, if they are interested in seeing a project funded but cannot afford to support it entirely, may try to arrange for joint funding among several foundations.

Formal Proposals

In reviewing proposals foundation program officers first determine whether the project fits with the foundation's specific priorities, and the match between the applicant's needs and the giver's priorities is therefore crucial to the success of the proposal. Other questions they are likely to ask include:

- Will the project make a difference?
- Does the project tackle too much?
- Is the budget request sound?
- Is there institutional commitment?
- Is the evaluation plan sound?

In essence, the proposed project must make sense, be well thought out, be clear in its purpose, and be unique. When applying to a foundation, always follow the format prescribed in its proposal guidelines. However, if the foundation does not distribute specific guidelines, remember that program officers appreciate brevity: prepare a formal proposal that is approximately ten pages in length and includes:

- a summary letter or one-page precis of the project, stating the purpose, amount requested, and expected time period of the grant;
- a description of your institution and the signature of an authorized official at the institution;
- the body of the proposal, containing a rationale or needs statement, description of the target population, four or five measurable objectives, implementation schedule, and plans for evaluation;
- a description of the qualifications of the personnel involved in the project;
- proof of the university's tax-exempt status, as required by the Internal Revenue Code; and
- a project budget that includes future funding plans if it is a multiyear project.

Foundations leverage their money to achieve the greatest possible impact and, in doing so, recognize that reimbursing indirect costs reduces the number of grants that can be made. In 1984 foundations awarded approximately $5 billion in grants, a small amount compared with federal government outlays for grants and

contracts. If foundations reimbursed indirect costs at the same rate as that applied to government contracts, they would have only awarded $2.0 to $3.5 billion in direct project costs, rather than $5 billion. As a result, they have developed a variety of positions on the allowability of indirect costs or overhead. Many foundations do not support any indirect costs because they consider these costs to be a part of the institution's commitment to the project. Few, if any, foundations will allow the full government overhead rate on a grant, but some foundations will provide a portion of the indirect cost rate. For example, an institution can apply its full federal rate to the proposed budget and then agree to cover all but 5-15 percent of those costs. Or, because foundations do not follow the same set of regulations as that used by the federal government, you can break down the items usually included in the indirect cost rate—such as rent, use of office equipment or salary for administrative personnel—and include some of these as direct cost line items and others as indirect in your budget.

Most foundations do not include information on their indirect cost policies in their publications. However, there are several ways to find out about a particular foundation's policy. If you have developed working relationships with foundation program officers, they will be able to tell you the best way to handle indirect costs in your budget. If the foundation does not have a staff, try talking to colleagues who have worked with the foundation before. The sponsored programs and development offices on campus may also be aware of a foundation's policy from past experiences. Finally, because the budget in the letter of inquiry is tentative, you can leave the question of indirect costs off at that phase of the process. If the foundation requests a formal proposal, you will be given a contact to work with during this submission and that person can outline the policy.

No matter how you decide to address the indirect cost issue, your institution's administration will need to be kept informed, because failure to recover full indirect costs will be a draw on the institution's resources. In addition, your proposal will be stronger if the budget contains a substantial level of direct cost sharing by the university and other groups from the start.

Finally, grant decisions are often tied to board meetings, which can be held as infrequently as once or twice

a year. Foundations need to receive applications at least two to three months in advance of board meetings to allow time for review and investigation. Most descriptions of foundations in the directories list what months, or at least how many times a year, the board meets, and you should take this schedule into account in planning the submission of your proposal.

Final Thoughts

Even with careful preparation, not all proposals submitted to foundations will be funded. If you are fortunate enough to succeed on your first attempt, notify the appropriate offices at your institution so that all administrative requirements can be met before you begin work. On the other hand, if a proposal is turned down, ***do not give up!*** Try to find out why the proposal was not funded and ask for suggestions on how to improve the presentation of the idea. The size of the foundation staff will determine the extent of the debriefing on your proposal; however, any information you receive will help in revising the proposal for resubmission. Do not resubmit the proposal without making substantive changes according to the foundation's concerns. Successful proposals are usually the result of multiple submissions.

Finally, your chances for success in the search for private funding will be enhanced if you start the search long before you actually need the money. Take the time to research thoroughly your potential sponsors and to develop concise and informative letters of inquiry and proposals, and allow enough time for the submission of a revised proposal.

Appendix A
Suggested Resources

General Information

The Foundation Center is a national organization, supported by foundations, which provides comprehensive information on foundation giving patterns. The center publishes a number of reference directories and books about foundations, maintains several data bases and has staff available to answer specific questions. Appendix B lists all of the current Foundation Center collections.

Foundation Fundamentals contains general information on all facets of foundation grant making, from "What is a Foundation" to the best ways to locate foundation support for your project. Available from the Foundation Center for $9.95.

Foundations Today is an abbreviated form of Foundation Fundamentals, containing the most recent facts on foundations and their giving patterns. Available from the Foundation Center for $2.

AASCU Proposal Development Handbook, written by Office of Federal Programs Staff, reviews the essential concepts of proposal writing and offers tips on the solicitation of sources. Available from AASCU for $1.00.

Directories

The Foundation Directory contains basic information on over 5,000 foundations that have assets of at least $1 million or that give over $100,000 in grants annually. With the foundations indexed five different ways, this directory is a good place to start the search process. Available from the Foundation Center for $85.00. A supplement to the directory is also published for $35.

Foundation Grants to Individuals contains entries on programs that award grants to individuals (those not affiliated with a specific organization) from over 950 foundations. Available from the Foundation Center for $18.

National Data Book contains information on 26,000 foundations, the largest number covered in any one directory, listed by state in descending order by their annual grant totals. Available from the Foundation Center for $65.

Source Book Profiles provides detailed descriptions of the largest 1,000 foundations. It runs on a two-year publishing cycle covering 500 foundations each year. Subscribers receive four quarterly issues containing 125 different foundations and a year-end cumulative issue for all 500 foundations. Available from the Foundation Center for $295.

Taft Foundation Reporter describes 500 foundations and is updated annually. Descriptions are not as detailed as in the Source Book Profiles, but contain more information on each foundation than the Foundation Directory or the National Data Book. Available from the Taft Corporation for $297. The Taft Foundation Information System has an annual fee of $377, which covers the Reporter and twelve issues of the newsletter, *Foundation Giving Watch*.

Grants Listings

The Foundation Grants Index lists grants of $5,000 or more made by about 450 selected foundations. A highlight of the publication is a very thorough subject index to the 40,000 grant listings. Available from the Foundation Center for $46. Bimonthly supplements are also available for $28 annually.

Comsearch Printouts are grants listings sorted by subject or geographical areas, created from the Foundation Center's data base. Each listing includes all grants made in that area and reported to the Center during the preceding year. A variety of searches are available: broad topics are $38 each; subjects and special topics are $18 each ($7 for microfiche); and geographical areas are $30 each.

Corporate Giving

Corporate Foundation Profiles gives detailed information on corporate direct giving programs and company-sponsored foundations for over 775 companies with assets of $1 million or annual giving of $100,000 or more. Available from the Foundation Center for $75.

Taft Corporate Giving Directory describes 575 of the largest corporate giving programs, including foundations and direct giving mechanisms. The directory contains an eight-part index and is updated annually. Available from the Taft Corporation for $297. The Taft Corporate Information System has an annual fee of $397, which covers the *Reporter* and twelve issues of the *Corporate Giving Watch*.

Corporate 500 contains information on over 500 corporate giving programs. Descriptions are not as detailed as those found in the *Corporate Foundation Profiles* and the *Taft Corporate Giving Directory*, but its twelve-part index makes this publication a good place to start a search. Available from the Public Management Institute for $315. Write to PMI, 358 Brannan Street, San Francisco, CA 94107, or call 415/896-1900.

Both the Foundation Center and the Taft Corporation publish a variety of special interest books that are described in publications catalogs. To receive further information on the publications of these organizations, contact:

The Foundation Center
79 Fifth Avenue
New York, NY 10003
212/620-4230

The Taft Group
5130 MacArthur Blvd., NW
Washington, DC 20016
202/966-7086

Appendix B

The Foundation Center Cooperating Collections Network

The Foundation Center Cooperating Collections are libraries, community foundations, and other nonprofit agencies that provide a core collection of Foundation Center publications and a variety of supplementary materials and services in subject areas useful to grant seekers. Over 100 of the network members have sets of private foundation information returns (IRS Form 990-PF) for their states or regions, which are available for public use. A complete set of U.S. foundation returns can be found at the New York and Washington, DC offices of The Foundation Center. The Cleveland and San Francisco offices contain IRS returns for those foundations in the midwestern and western states, respectively. Because the collections vary in their hours, materials, and services, *it is recommended that you call each collection in advance.* To check on new locations or current information, call toll free 1/800/424-9836.

Those collections marked with a bullet (■) have sets of private foundation information returns (IRS Form 990-PF) for their states or regions, available for public reference.

Alabama

■ Birmingham Public Library
2100 Park Place
Birmingham 35203
205/226-3600

Huntsville-Madison County Public Library
108 Fountain Circle
P.O. Box 443
Huntsville 35804
205/536-0021

University of South Alabama
Library Building
Reference Department
Mobile 36688
205/460-7025

■ Auburn University at Montgomery Library
Montgomery 36193-0401
205/271-9649

Alaska

■ University of Alaska, Anchorage Library
3211 Providence Drive
Anchorage 99508
907/786-1848

Arizona

■ Phoenix Public Library
Business and Sciences Department
12 East McDowell Road
Phoenix 85004
602/786-1848

■ Tucson Public Library
Main Library
200 South Sixth Avenue
Tucson 85701
602/791-4393

Arkansas

■ Westark Community College Library
Grand Avenue at Waldron Road
Fort Smith 72913
501/785-7000

■ Little Rock Public Library
Reference Department
700 Louisiana Street
Little Rock 72201
501/370-5950

California

■ California Community Foundation Funding Information Center
3580 Wilshire Blvd.
Suite 1660
Los Angeles 90010
213/413-4042

■ Community Foundation for Monterey County
420 Pacific Street
Monterey 93940
408/375-9712

California Community Foundation
4050 Metropolitan Drive #300
Orange 92668
714/937-9077

Riverside Public Library
3581 7th Street
Riverside 92501
714/787-7201

California State Library
Reference Services, Rm. 309
914 Capital Mall
Sacramento 95814
916/322-4570

■ San Diego Community Foundation
525 B Street, Suite 410
San Diego 92101
619/239-8815

■ The Foundation Center
312 Sutter Street, Rm. 312
San Francisco 94108
415/397-0902

■ Grantsmanship Resource Center
Junior League of San Jose Community Foundation of Santa Clara County
960 West Hedding, Suite 220
San Jose 95126
408/244-5280

■ Orange County Community Development Council
1440 East First Street
4th Floor
Santa Ana 92701
714/547-6801

■ Peninsula Community Foundation
1204 Burlingame Avenue
Burlingame 94011-0627
415/342-2505

■ Santa Barbara Public Library
Reference Section
40 East Anapamu
P.O. Box 1019
Santa Barbara 93102
805/962-7653

Santa Monica Public Library
1343 Sixth Street
Santa Monica 90401-1603
213/458-8603

Tuolomne County Library
465 S. Washington Street
Sonora 95370
209/533-5707

Colorado

Pikes Peak Library District
20 North Cascade Avenue
Colorado Springs 80901
303/473-2780

■ Denver Public Library
Sociology Division
1357 Broadway
Denver 80203
303/571-2190

Connecticut

Danbury Public Library
170 Main Street
Danbury 06810
203/797-4527

■ Hartford Public Library
Reference Department
500 Main Street
Hartford 06103
203/525-9121

D.A.T.A.
30 Arbor Street
Hartford 06106
203/232-6619

D.A.T.A.
25 Science Park
Suite 502
New Haven 06513
203/786-5225

Delaware

■ Hugh Morris Library
University of Delaware
Newark 19717-5267
302/451-2965

District of Columbia

■ The Foundation Center
1001 Connecticut Avenue, NW
Washington, DC 20036
202/331-1400

Florida

Volusia County Public Library
City Island
Daytona Beach 32014
904/252-8374

■ Jacksonville Public Library
Business, Science, and Industry Department
122 North Ocean Street
Jacksonville 32202
904/633-3926

■ Miami-Dade Public Library
Humanities Department
101 W. Flagler Street
Miami 33132
305/375-2665

■ Orlando Public Library
101 E. Central Blvd.
Orland 32801
305/425-4694

Selby Public Library
1001 Blvd. of the Arts
Sarasota 33577
813/366-7303

■ Leon County Public Library
Community Funding Resources Center
1940 North Monroe Street
Tallahassee 32303
904/478-2665

Palm Beach County Community Foundation
324 Datura Street, Suite 340
West Palm Beach 33401
305/659-6800

Georgia

■ Atlanta-Fulton Public Library
Ivan Allen Department
1 Margaret Mitchell Square
Atlanta 30303
404/688-4636

Hawaii

■ Thomas Hale Hamilton Library
University of Hawaii
2550 The Mall
Honolulu 96822
808/948-7214

The Hawaiian Foundation
Resource Room
130 Merchant Street
Bancorp Tower, Suite 901
Honolulu 96813
808/538-4540

Idaho

■ Caldwell Public Library
1010 Dearborn Street
Caldwell 83605
208/459-3242

Illinois

Belleville Public Library
121 East Washington Street
Belleville 62220
618/234-0441

DuPage Township
300 Briarcliff Road
Bolingbrook 60439
312/759-1317

■ Donors Forum of Chicago
53 W. Jackson Blvd.
Room 430
Chicago 60604
312/431-0265

■ Evanston Public Library
1703 Orrington Avenue
Evanston 60201
312/866-0305

■ Sangamon State University Library
Shepherd Road
Springfield 62708
217/786-6633

Indiana

Allen County Public Library
900 Webster Street
Fort Wayne 46802
219/424-7241

Indiana University Northwest Library
3400 Broadway
Gary 46408
219/980-6580

■ Indianapolis-Marion County Public Library
40 East St. Clair Street
Indianapolis 46204
317/269-1733

Iowa

■ Public Library of Des Moines
100 Locust Street
Des Moines 50308
515/283-4259

Kansas

■ Topeka Public Library
Adult Services Department
1515 West Tenth Street
Topeka 66604
913/233-2040

■ Wichita Public Library
223 South Main
Wichita 67202
316/262-0611

Kentucky

Western Kentucky University
Division of Library Services
Helm-Cravens Library
Bowling Green 42101
502/745-3951

■ Louisville Free Public Library
Fourth and York Streets
Louisville 40203
502/561-8600

Louisiana

■ East Baton Rouge Parish Library
Centroplex Library
120 St. Louis Street
Baton Rouge 70821
504/389-4960

■ New Orleans Public Library
Business and Science Division
219 Loyola Avenue
New Orleans 70140
504/596-2583

■ Shreve Memorial Library
424 Texas Street
Shreveport 71101
318/226-5894

Maine

■ University of Southern Maine
Center for Research and Advanced Study
246 Deering Avenue
Portland 04102
207/780-4411

Maryland

■ Enoch Pratt Free Library
Social Science and History Department
400 Cathedral Street
Baltimore 21201
301/396-5320

Massachusetts

■ Associated Grantmakers of Massachusetts
294 Washington Street Suite 501
Boston 02108
617/426-2608

■ Boston Public Library
Copley Square
Boston 02117
617/536-5400

Walpole Public Library
Common Street
Walpole 02081
617/668-5497 x340

■ Western Massachusetts Funding Resource Center
Campaign for Human Development
Chancery Annex
73 Chestnut Street
Springfield 01103
413/732-3175 x67

■ Grants Resource Center
Worcester Public Library
Salem Square
Worcester 01608
617/799-1655

Michigan

■ Alpena County Library
211 North First Avenue
Alpena 49707
517/356-6188

University of Michigan-Ann Arbor
Reference Department
209 Hatcher Graduate Library
Ann Arbor 48190-1205
313/764-1149

■ Henry Ford Centennial Library
16301 Michigan Avenue
Dearborn 48126
313/943-2337

■ Purdy Library
Wayne State University
Detroit 48202
313/577-4040

■ Michigan State University Libraries
Reference Library
East Lansing 48824
517/353-9184

■ Farmington Community Library
32737 West 12 Mile Road
Farmington Hills 48018
313/553-0300

■ University of Michigan-Flint Library
Reference Department
Flint 48503
313/762-3408

■ Grand Rapids Public Library
Sociology and Education Department
Library Plaza
Grand Rapids 49502
616/456-4411

■ Michigan Technological University Library
Highway U.S. 41
Houghton 49931
906/487-2507

Minnesota

■ Duluth Public Library
520 Superior Street
Duluth 55802
218/723-3802

■ Southwest State University Library
Marshall 56258
507/537-7278

■ Minneapolis Public Library
Sociology Department
300 Nicollet Mall
Minneapolis 55401
612/372-6555

Rochester Public Library
Broadway at First Street, SE
Rochester 55901
507/285-8002

Saint Paul Public Library
90 West Fourth Street
Saint Paul 55102
612/292-6311

Mississippi

Jackson Metropolitan Library
301 North State Street
Jackson 39201
601/944-1120

Missouri

Clearinghouse for Midcontinent Foundations
P.O. Box 22680
University of Missouri, Kansas City
Law School, Suite 1-300
52nd Street and Oak
Kansas City 64113
816/276-1176

■ Kansas City Public Library
311 East 12th Street
Kansas City 64106
816/221-2685

■ Metropolitan Association for Philanthropy, Inc.
5585 Pershing Avenue
Suite 150
St. Louis 63112
314/361-3900

■ Springfield-Greene County Library
397 East Central Street
Springfield 65801
417/866-4636

Montana

■ Eastern Montana College Library
Reference Department
1500 N. 30th Street
Billings 59101-0298
406/657-2262

■ Montana State Library
Reference Department
1515 E. 6th Avenue
Helena 59620
406/444-3004

Nebraska

University of Nebraska, Lincoln
106 Love Library
Lincoln 68588-0410
402/472-2526

■ W. Dale Clark Library
Social Sciences Department
215 South 15th Street
Omaha 68102
402/444-4826

Nevada

■ Las Vegas-Clark County Library District
1401 East Flamingo Road
Las Vegas 89119
702/733-7810

■ Washoe County Library
301 South Center Street
Reno 89505
702/785-4190

New Hampshire

■ The New Hampshire Charitable Fund
One South Street
Concord 03301
603/225-6641

Littleton Public Library
109 Main Street
Littleton 03561
603/444-5741

New Jersey

Cumberland County Library
800 E. Commerce Street
Bridgeton 08302
609/455-0080

The Suppport Center
17 Academy Street
Suite 1101
Newark 07102
201/643-5774

County College of Morris
Masten Learning Resource Center
Route 10 and Center Grove Road
Randolph 07869
201/361-5000 x470

■ New Jersey State Library
Governmental Reference
185 West State Street
Trenton 08625
609/292-6220

New Mexico

Albuquerque Community Foundation
6400 Uptown Boulevard N.E.
Suite 500-W
Albuquerque 87110
505/883-6240

■ New Mexico State Library
325 Don Gaspar Street
Santa Fe 87503
505/827-3824

New York

■ New York State Library
Cultural Education Center
Humanities Section
Empire State Plaza
Albany 12230
518/474-7645

Bronx Reference Center
New York Public Library
2556 Bainbridge Avenue
Bronx 10458
212/220-6575

Brooklyn in Touch
101 Willoughby Street
Room 1508
Brooklyn 11201
718/237-9300

■ Buffalo and Erie County Public Library
Lafayette Square
Buffalo 14203
716/856-7525

Huntington Public Library
338 Main Street
Huntington 11743
516/427-5165

■ Levittown Public Library
Reference Department
One Bluegrass Lane
Levittown 11756
516/731-5728

■ **The Foundation Center**
79 Fifth Avenue
New York 10003
212/620-4230

SUNY/College at Old Westbury Library
223 Store Hill Road
Old Westbury 11568
516/876-3156

■ Plattsburgh Public Library
Reference Department
15 Oak Street
Plattsburgh 12901
518/563-0921

Adriance Memorial Library
93 Market Street
Poughkeepsie 12601
914/485-4790

Queens Borough Public Library
89-11 Merrick Boulevard
Jamaica 11432
718/990-0700

■ Rochester Public Library
Business and Social Sciences Division
115 South Avenue
Rochester 14604
716/428-7328

Staten Island Council on the Arts
One Edgewater Plaza Rm. 311
Staten Island 10305
718/447-4485

■ Onondaga County Public Library
335 Montgomery Street
Syracuse 13202
315/473-4493

■ White Plains Public Library
100 Martine Avenue
White Plains 10601
914/682-4488

■ Suffolk Cooperative Library System
627 North Sunrise Service Road
Bellport 11713
516/286-1600

North Carolina

■ The Duke Endowment
200 S. Tyron Street
Suite 1100
Charlotte 28202
704/376-0291

Durham County Library
300 N. Roxboro Street
Durham 27701
919/683-2626

■ North Carolina State Library
109 East Jones Street
Raleigh 27611
919/733-3270

■ The Winston-Salem Foundation
229 First Union National Bank Building
Winston-Salem 27101
919/725-2382

North Dakota

Western Dakota Grants Resource Center
Bismarck Junior College Library
Bismack 58501
701/224-5450

■ The Library
North Dakota State University
Fargo 58105
701/237-8876

Ohio

■ Public Library of Cincinnati and Hamilton County
Education Department
800 Vine Street
Cincinnati 45202
513/369-6940

■ **The Foundation Center**
Kent H. Smith Library
1442 Hanna Building
1422 Euclid Avenue
Cleveland 44115
216/861-1933

The Public Library of Columbus and Franklin County
Main Library
96 S. Grant Avenue
Columbus 43215
614/227-9500

■ Dayton and Montgomery County
Public Library
Grants Information Center
215 E. Third Street
Dayton 45402-2103
513/227-9500 x211

■ Toledo-Lucas County Public Library
Social Science Department
325 Michigan Street
Toledo 43624
419/255-7055 x221

Ohio University-Zanesville
Community
Education and Development
1425 Newark Road
Zanesville 43701
614/453-0762

Stark County District Library
715 Market Avenue North
Canton 44702-1080
216/452-0665

Oklahoma

■ Oklahoma City University Library
NW 23rd at North Blackwelder
Oklahoma City 73106
405/521-5072

■ Tulsa City-County Library System
400 Civic Center
Tulsa 74103
918/592-7944

Oregon

■ Library Association of Portland
Government Documents Room
801 S.W. Tenth Avenue
Portland 97205
503/223-7201

Oregon State Library
State Library Building
Salem 97310
503/378-4274

Pennsylvania

Northampton County Area Community College
Learning Resources Center
3835 Green Pond Road
Bethlehem 18017
215/865-5358

■ Erie County Public Library
3 South Perry Square
Erie 16501
814/452-2333 x54

■ Dauphin County Library System
Central Library
101 Walnut Street
Harrisburg 17101
717/234-4961

Lancaster County Public Library
125 North Duke Street
Lancaster 17602
717/394-2651

■ The Free Library of Philadelphia
Logan Square
Philadelphia 19103
215/686-5423

■ Hillman Library
University of Pittsburgh
Pittsburgh 15260
412/624-4423

Economic Development Council of Northeastern Pennsylvania
1151 Oak Street
Pittston 18640
717/655-5581

James V. Brown Library
12 E. 4th Street
Williamsport 17701
717/326-0536

Rhode Island

■ Providence Public Library
Reference Department
150 Empire Street
Providence 02903
401/521-7722

South Carolina

■ Charleston County Public Library
404 King Street
Charleston 29403
803/723-1645

■ South Carolina State Library
Reader Services Department
1500 Senate Street
Columbia 29201
803/734-8666

South Dakota

■ South Dakota State Library
State Library Building
800 North Illinois Street
Pierre 57501
605/773-3131

Sioux Falls Area Foundation
404 Boyce Greeley Building
321 South Phillips Avenue
Sioux Falls 57102-0781
605/336-7055

Tennessee

■ Knoxville-Knox County Public Library
500 West Church Avenue
Knoxville 37902
615/523-0781

■ Memphis Shelby County Public Library
1850 Peabody Avenue
Memphis 38104
901/725-8876

■ Public Library of Nashville and Davidson County
8th Avenue, North and Union Street
Nashville 37203
615/244-4700

Texas

Amarillo Area Foundation
1000 Polk
P.O. Box 25569
Amarillo 79105
806/376-4521

■ The Hogg Foundation for Mental Health
The University of Texas
Austin 78712
512/471-5041

■ Corpus Christi State University Library
6300 Ocean Drive
Corpus Christi 78412
512/991-6810

■ El Paso Community Foundation
El Paso National Bank Building
Suite 1616
El Paso 79901
915/533-4020

■ Funding Information Center
Texas Christian University Library
Ft. Worth 76129
817/921-7664

■ Houston Public Library
Bibliographic & Information Center
500 McKinney Avenue
Houston 77002
713/224-5441 x265

■ Lubbock Area Foundation
502 Commerce Bank Building
Lubbock 79401
806/762-8061

■ Funding Information Library
507 Brooklyn
San Antonio 78215
512/227-4333

■ Dallas Public Library
Grants Information Service
1515 Young Street
Dallas 75201
214/670-1487

■ Pan American University
Learning Resource Center
1201 W. University Drive
Edinburg 78539
512/381-3304

Utah

■ Salt Lake City Public Library
Business and Science Department
209 East Fifth South
Salt Lake City 84111
801/363-5733

Vermont

■ State of Vermont
Department of Libraries
Reference Services Unit
111 State Street
Montpelier 05602
802/828-3261

Virginia

■ Grants Resources Collection
Hampton Public Library
4207 Victoria Boulevard
Hampton 23669
804/727-6234

■ Richmond Public Library
Business, Science, & Technology Department
101 East Franklin Street
Richmond 23219
804/780-8223

Washington

■ Seattle Public Library
1000 Fourth Avenue
Seattle 98104
206/625-4881

■ Spokane Public Library
Funding Information Center
West 906 Main Avenue
Spokane 99201
509/838-3364

West Virginia

■ Kanawha County Public Library
123 Capital Street
Charleston 25301
304/343-4646

Wisconsin

■ Marquette University Memorial Library
1415 West Wisconsin Avenue
Milwaukee 53233
414/224-1515

■ University of Wisconsin-Madison
Memorial Library
728 State Street
Madison 53706
608/262-3647

Wyoming

■ Laramie County Community College Library
1400 East College Drive
Cheyenne 82007
509/838-3364

Australia

Victoria Community Foundation
94 Queen Street
Melbourne Vic 3000
607-5922

Canada

Canadian Center for Philanthropy
3080 Yonge Street
Suite 4080
Toronto, Ontario M4N 3N1
416/484-4118

England

Charities Aid Foundation
14 Bloomsbury Square
London WC1A 2LP
01/430-1798

Mexico

Biblioteca Benjamin Franklin
Londres 16
Mexico City 6, D.F.
525/591-0244

Puerto Rico
Universidad Del Sagrado
Corazon
M.M.T. Guevarra Library
Correo Calle Loiza
Santurce 00914
809/728-1515 x357

Virgin Islands
College of the Virgin Islands
Library
Saint Thomas
U.S. Virgin Islands 00801
809/774-9200 x487

The Foundation Grants Handbook was prepared by Jennifer Benn of AASCU's Office of Federal Programs.

Office of Federal Programs

The Office of Federal Programs (OFP) of the American Association of State Colleges and Universities is a Washington-based grants information and technical assistance service that has a twenty-year track record in helping public higher education institutions enhance their involvement in external funding. Supported by annual fees from approximately 100 participating state colleges and universities, OFP's eleven-member staff provides timely and comprehensive information and personalized assistance to help institutions at all levels of sponsored programs activity improve their access to grants information and their relationships with external funding agencies.